

DRAFT

Virginia Center for Onsite Wastewater Training
Southeast Virginia Community College
Steering Committee Meeting
09 February 2007

Core Group Attendees:

Name	Company / Representing	Email Address:
Tom Joy	Chair / Moderator / VDH	Thomas.Joy@vdh.virginia.gov
K.R. Trapper Davis	CPEG / VOWRA	krdavis@cpegllc.com
Jim Bowles	VDH / Lynchburg	Jim.Bowles@vdh.virginia.gov
Danna Revis	VDH	Danna.Revis@vdh.virginia.gov
Jay Duell	VDH	Jay.Duell@vdh.virginia.gov
Beth Manghi	VDH / Hanover HD	Beth.Manghi@vdh.virginia.gov
Jamie Hawley	VDH / Piedmont HD	Jamie.Hawley@vdh.virginia.gov
Ed Dunn	VDH / Piedmont HD	Ed.Dunn@vdh.virginia.gov
Anish Jantrania	VDH Richmond	Anish.Jantrania@vdh.virginia.gov
Karl Rudolph	VDH /	Karl.Rudolph@vdh.virginia.gov
Peter Hunt	SVCC Rep	Peter.Hunt@sv.vccs.edu

Core Group Members Absent:

Tom Reynolds	SVCC Rep	tom.reynolds@sv.vccs.edu
Gary Whitley	VDH Soils Scientist	Gary.Whitley@vdh.virginia.gov

Vision Statement:

Comprehensive understanding of onsite wastewater practices across Virginia.

Mission Statement: (Newly adopted)

Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

Meeting opened at: 10:15

Committee Reports:

Master-List Committee created. Beth Manghi, Chairperson.

Announcements:

Have not heard from B&B Consultants regarding the Erosion & Sedimentation plan.

Peter Hunt will give us a report on current registrations for the 2007 courses.

Form a committee to create a master email list for course publication?

Peter Hunt

Inspections Course – 21 Registered / 10 paid

Wastewater Environment – 3 Registered / 0 paid

This course competes against 2 National Conferences for March.

Pump & Controls – 9 Registered / 1 paid

Onsite 101 –

Committee for creation of a master email list: 9

Beth Manghi has volunteered to be the “Keeper of the List”. (KotL)

1. AOSE Listing
2. VDH Employee Listing
 - a. Managers
 - b. Supervisors
 - c. OEHS Field
3. Installers
4. Service Providers

VOWRA, VEHA Email listings

Link on VOWRA / VEHA web sites and inclusion as training opportunity in news letters.

By-Laws:

Review of the proposed Steering Committee By-Laws was conducted.

III, b, xii – ~~One CGM each quarter shall be designated as a Quarterly Meeting (QM)~~ – changed to: *Quarterly meetings of the CG shall be held in the months of February, May, August, and November.*

III, b, xiii – ~~In the event that~~ If a CG member ~~shall miss~~ misses three consecutive CGMs without an acceptable excuse as determined by a majority of the other CG members, that member ~~shall may~~ be removed from the CG. ...

III, c, ii – Any entity desiring AG membership shall submit an application *as an IE or ME to be placed on the AG applicant's list to the Chair* a CG Officer at any meeting.

III, c, v – AG members shall serve ~~three~~ two-year terms. A member whose term has expired may apply for a ~~one time three~~ two-year extension. Members who lose their seats in the AG may immediately apply to be placed on the list of AG applicants.

V, b, i – ~~The Chair shall be elected by a majority vote of the full Steering Committee membership from among the VDH members of the CG.~~

Change to:

The Chair shall be a VDH member of the CG, and shall be elected by a majority vote of the full Steering Committee.

VI, a, - Standing and adhoc committees shall be established by the Chair *with approval of the CG* as the need arises.

VII, d – A new bylaw or an amendment to an existing bylaw shall require approval by ~~at least a three-quarter vote~~ a vote of at least three-quarters of the full Steering Committee membership for acceptance. Voting shall occur at the CGM following the meeting at which the new bylaw or amendment to an existing bylaw was proposed.

VII, e – Voting for bylaw or amendment acceptance shall be by show of hands; ~~however, absentee votes shall be accepted.~~

Motion

Jim Bowles – move to vote on By-Laws acceptance as first order of business at the March 2007 meeting.

2nd Danna Revis

Passed

Review of the Manufacturer Information request letter. Need Erosion & Sedimentation Control Plan, plus site plan of the installation / demonstration area prior to sending the letter to the manufacturer.

Site Development Committee appointed. Purpose of the committee is to develop a site plan for installation of display components, route water and power circuits to accommodate display sites, etc.

CG Members appointed / volunteered: Anish Jantrania, K.R. "Trapper" Davis,

RFP needed for stump grinding, debris removal, and grading.
National Environmental Services Foundation – Questionnaire

Reviewed the NESF Training Center questionnaire for inclusion of the VCOWT in the national database of training centers.

Change the mission statement?

Proposed change = Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

Motion

Jamie Hawley – move to accept as our new mission statement the following:

“Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.”

2nd Jim Bowles

Passed

Next Meeting scheduled for Thursday, 09 March 2007, 10:00am at VCOWT facility.